

**PURPOSE AND FUNCTIONS OF THE TESTING AND EVALUATION DIVISION,  
PERSONNEL OFFICE**

**A. Purpose**

To provide a personnel testing and evaluation service at headquarters to aid in the selection and proper utilization of clerical, stenographic, and junior professional employees; and to provide testing assistance to field recruiter.

**B. Functions**

In achieving the above purpose the following services shall be rendered as requested or directed by appropriate authority:

1. Conduct tests to measure skills and aptitudes of all clerical, stenographic and junior professional applicants to determine suitability of qualifications for employment, and to evaluate the training needs of clerical and stenographic personnel.

2. Conduct intelligence and performance tests during routine testing techniques or unique batteries of tests prescribed for particular groups of employees and render detailed evaluation reports on individuals tested.

3. Determine the practical worth of tests by conducting validation studies, reliability and inter-correlation tests to refine and improve the scope of the testing program.

4. Conduct experimental studies on new tests to determine their suitability as regular testing instruments.

5. Advise Agency personnel of the extent and capabilities

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6. Indoctrinate Placement and Interviewing Officer and field recruiter in the principles of testing the administration of tests and the interpretation of test results.

7. Supervise and train all personnel engaged in testing to insure that the service rendered will be effective in accordance with the highest professional standards.